

 <p>State of Connecticut Department of Correction</p> <p>ADMINISTRATIVE DIRECTIVE</p>	<p>Directive Number 11.2</p>	<p>Effective Date 7/1/2006</p>	<p>Page 1 of 3</p>
<p>Approved By <i>Thomas C. Laury</i></p>	<p>Supersedes Transitional Placement, dated 5/1/2006</p> <p>Title Transitional Placement</p>		

1. Policy. The Department of Correction may transfer eligible offenders who are serving their sentence in a community residential program and demonstrate satisfactory participation in such program to any approved community or private residence to support successful community reintegration.

2. Authority and Reference.
 - A. Connecticut General Statutes, Sections 18-81, 18-100 and 18-100c.
 - B. American Correctional Association, Standards for Adult Probation and Parole Field Services, Third Edition, August 1998, Standards 3-3130 through 3-3132.
 - C. Administrative Directive 9.2, Offender Classification.

3. Definitions. For the purposes stated herein, the following definitions apply:
 - A. Community Contracted Residential Program. Community based, private or non-profit agencies contracted by the Department to provide community reintegration services.
 - B. Offender. For the purposes of this Directive, a sentenced individual who may be eligible for release or transfer to the community as authorized by the Commissioner or designee.
 - C. Residential Services Unit. A component of the Parole and Community Services Unit designed to supervise and manage offenders released or transferred to community residential programs.
 - D. Residential Services Parole Officer. A community-based Department of Correction employee assigned to the Residential Services Unit trained in community supervision techniques and case management methods who manages offenders on community release and parole status who are assigned to a residential, work, education, substance abuse, mental health and/or inpatient program.
 - E. Sponsor. An individual who provides an approved community or private residence and who consents to the transitional placement of an offender and to the conditions required by the Department.
 - F. Transitional Placement. A program in which certain offenders in the custody of the Commissioner of Correction may be transferred by the Commissioner of Correction or designee to an approved community or private residence after satisfactory performance in a residential program pursuant to Section 18-100(e) of the Connecticut General Statutes.

4. Eligibility Criteria. Transitional Placement may provide an offender with the opportunity to reintegrate into the community to an approved program-based or private residence after successful participation in a residential program. Community placement is available at the discretion of the Commissioner or designee for offenders satisfactorily participating in a Residential Program, supervised by the Department of Correction Parole and Community Services Unit, awaiting an Expiration

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of Sentence (EOS) date or a Voted to Parole (VTP) date. Satisfactory participation is defined as:

- A. having maintained gainful, full time employment, or full-time educational placement, for a period of at least 90 days unless waived by the Director of Parole and Community Services on a case-by-case basis;
- B. demonstrating compliance with all expectations and goals as specified in the "Community Transition Plan" established by the Residential Program staff and Residential Services Unit Parole Officer; and,
- C. having secured sponsorship in either a private or program-based community residence, or a residence suitable for self sponsorship, which shall be inspected and approved by a parole officer.

5. Application, Review and Final Approval Procedures.

- A. Upon Admission to a Community Residential Program. The offender, a designated member of the program staff and the assigned Residential Services Parole Officer shall prepare a "Community Transition Plan," designed to ensure that the community release program criteria listed in Administrative Directive 9.2, Offender Classification are enumerated and described.
- B. When All of the Conditions Describing "Satisfactory Participation" are Met. The assigned Residential Services Parole Officer shall prepare and forward CN 11201, Transitional Placement Decision Sheet to the Residential Services Parole Supervisor to indicate the offender's suitability for transfer to Transitional Placement. The parole supervisor shall ensure that the entire file and criminal records review are completed, prepare an evaluative summary utilizing CN 11202, Transitional Placement Program Application in support of approval or denial, and forward the recommendation and supporting documents to the Director of Parole and Community Services for final action.
- C. Upon Receipt of Final Approval. The Residential Services Parole Officer shall notify the appropriate parole district supervisor of the action and coordinate the transfer of the offender's supervision status to Transitional Placement.

6. Suspension of Privileges and Risk Level Increase.

- A. The Commissioner or designee may suspend the privileges of any offender on Transitional Placement who violates the provisions of such program or whose conduct is believed unsuitable for the continuation of such privileges.
- B. Any person who is remanded to a correctional facility and whose privileges of Transitional Placement have been suspended shall be provided the risk level reclassification process in accordance with Administrative Directive 9.2, Offender Classification.

7. Forms and Attachments. The following forms are applicable to this Administrative Directive and shall be utilized for the intended function:

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- A. CN 11201, Transitional Placement Decision Sheet; and,
 - B. CN 11202, Transitional Placement Program Application.
8. Exceptions. Any exceptions to the procedures in this Administrative Directive shall require prior written approval from the Commissioner.